



**DEPARTMENT OF THE NAVY**  
COMMANDER US NAVAL FORCES JAPAN  
COMMANDER NAVY REGION JAPAN  
PSC 473 BOX 12  
FPO AP 96349-0001

5000  
Ser N00/1555  
30 Sep 20

MEMORANDUM

From: Commander, U.S. Naval Forces Japan  
To: Distribution

Subj: COVID-19 LEAVE AND LIBERTY POLICY UPDATE 1

Ref: (a) COMNAVFOR Japan Memo 5000 Ser N00/1233 dtd 29 Jul 20  
(b) COMNAVREG Japan Memo dtd 2 Apr 20  
(c) OSD Memo dtd 11 Mar 20  
(d) NAVADMIN 189/20  
(e) COMPACFLT GENADMIN DTG 170425Z JUL 20

1. Reference (a) is superseded by this memorandum. Discontinue distribution of reference (a).
2. We will maintain the following precautionary measures:
  - a. Robust testing capability and execution
  - b. Robust contact tracing accountability
  - c. Enhanced ability to treat/transfer COVID-19 positive personnel, if necessary, to host nation medical treatment facilities due to limited capacity of on installation medical care
3. In order for COVID-19 mitigation measures to be effective, it is imperative everyone maintains the core tenants of health protection at all times, below are absolute requirements:
  - a. Practice physical distancing
  - b. Use cloth face coverings
  - c. Practice good hand washing procedures / utilize hand sanitizer
  - d. Practice proper cough/sneeze etiquette
  - e. Do not touch your face
  - f. Do not shake others hands
  - g. Regularly wipe down commonly-used items
  - h. Avoid large groups while on leave and liberty (for this purpose 50 individuals or more)
  - i. Maintain a 14 day contact/travel log per reference (b)
  - j. Maintain no more than 10 close contacts, to include family members per reference (b)
  - k. Avoid COVID-19 hotspots listed in paragraph 5.b of this memorandum
  - l. Stay home when sick and call medical or your medical provider for an evaluation
4. Additionally, it is incumbent upon commands to continue to practice organizational discipline. The following tools, requirements and authorities remain in place:
  - a. Tele-work for all vulnerable populations and for those who live with vulnerable populations in accordance with Center for Disease Control definitions

- b. 50% workforce reductions remain authorized
- c. Blue/Gold teams remain encouraged
- d. Daily health screenings of employees remains required
- e. Restriction of Movement (ROM) requirements remain in place
- f. USFJ ROM test out requirement remains in place
- g. USFJ post-quarantine test requirement remains in place

5. Leave is AUTHORIZED with the following conditions and permissions

a. Leave. Per references (c) through (e), approval authority for leave (including emergency leave) is delegated to O6 Commanders/Commanding Officer of Echelon 4 command. If Echelon 4 is not an O6 command, authority remains with the next O6 Commander in the chain of command. Approval authority for personal leave and traveling to, from, or through Centers for Disease Control and Prevention (CDC) Travel Health Notices Level 3 (COVID-19) designated location remains in accordance with references (c) through (e).

**b. Leave shall not be granted for active duty members traveling to “RED” areas of the “Japan Prefecture Status” map. Civilian members on approved leave who travel to “RED” areas of the “Japan Prefecture Status” map will be subject to installation entry requirements. Japan Prefecture Status location designations will vary from week to week with updates promulgated every Wednesday NLT 2359 (I). As designation may change prior to travel, all personnel are strongly encouraged to utilize refundable tickets and reservations to ensure maximum flexibility.**

**The current status map can be viewed at the follow links:**

- <https://c4isuite.atfp.cnic.navy.mil/collaboration/Coronavirus/NRJ/0.%20CNFJ-CNRJ/Japan%20Prefecture%20Status.jpg>
- <https://g2.cnic.navy.mil/tscnrj/N3/N37/default.aspx?activeTab=Japan%20Map;>

**A google maps overlay can also be found at the following web address:**

- <https://www.google.com/maps/d/edit?mid=1niEn2uoNN8LMFO3p48ls0nFFCaG1nuFf&usp=sharing>

6. Liberty is AUTHORIZED with the following conditions and permissions:

**a. Installation commanders shall promulgate authorized liberty areas and activities on a weekly basis based upon local conditions. All personnel will adhere to the liberty guidance of the installation to which they are either permanently or temporarily assigned.**

**7. The following locations and activities are OFF LIMITS for all active duty members. For civilian members, accessing OFF LIMITS location and activities will be subject to installation entry requirements.**

a. Bars/night clubs/lounges/theaters/karaoke and pachinko parlors/chu hi stands/establishments which primarily serve alcohol, such as Izakayas.

b. Festivals, concerts, music halls

8. The guidance in this memo apply to all Status of Forces Agreement (SOFA) members affiliated with U.S. Navy bases or U.S. Navy commands in Japan. Japanese Master Labor Contract employees and Individual Hire Agreement employees of the U.S. Navy are encouraged to follow this guidance to the maximum extent practicable. Any other individuals desiring access to U.S. Navy installations in Japan

who do not follow the terms of this guidance may be denied access and subject to debarment from the installation.

**9. These measures are part of a careful approach to return to a “new normal” in this COVID-19 environment. I cannot overstate the importance unit commanders must place on individual responsibility in meeting these requirements. Violations by military personnel are subject to punishment under Article 92, UCMJ, as violations of a lawful general order. Failures to comply with this order by U.S. civilian employees may result in administrative (debarment, curtailment) or disciplinary action. Violations by dependents may result in administrative action. Selfish acts by anyone violating these measures put everyone else, our force and family, at risk and may potentially result in a return to a higher HPCON level.**

10. I ask that we all work together to maintain diligence and collective efforts in combatting COVID-19.

A handwritten signature in black ink, appearing to read 'B. P. FORT', with a horizontal line extending to the right.

B. P. FORT

Distribution:

CFAY, CFAO, CFAS, NAFA, NAFM, All tenant units